

# REQUEST FOR PROPOSALS



## MINNEAPOLIS GREEN HOMES NORTH PROGRAM – ROUND 6

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### OVERVIEW

The City of Minneapolis through its Community Planning and Economic Development (CPED) department is accepting applications for the Green Homes North Program. The program is funded by the City of Minneapolis and the Minnesota Housing Finance Agency, with past funding from the Family Housing Fund. The Green Homes North Program will provide development gap assistance to developers for the construction of green homes on City-owned vacant lots in North Minneapolis to strengthen the sustainability of our communities. All of these homes will be sold for owner-occupancy. Green Homes North will incorporate: quality green design standards; green, energy efficiency, and sustainability standards; job creation and workforce development; sourcing of local green products; and marketing to meet homebuyer expectations. Driven by the immense scope of the foreclosure crisis, the May 22, 2011 tornado disaster, and the destabilizing impact of these vacant properties on the housing market, the City of Minneapolis has created a program to assist developers in building new green single-family homes in North Minneapolis. This is the fifth year and the sixth Round of the program. CPED plans to offer approximately \$1 million dollars in funding and the Twin Cities Community Land Bank will offer up to \$2 million in low interest loans at approximately 4%- 5% interest. Proposals that minimize the use of the subsidy will be prioritized in the selection process and will be required to provide high standards of quality design, energy efficiency and sustainability.

The City of Minneapolis has identified four goals for Green Homes North:

- Build 100 green homes in North Minneapolis
- Increase energy efficiency and sustainability
- Create job opportunities for local residents and minority and women-owned businesses
- Promote Minneapolis businesses providing green housing products

Green Homes North is consistent with the CPED Residential and Real Estate Development Purpose Statement: To create healthy, mixed income housing markets in the City of Minneapolis by developing opportunities for homeownership and responsibly managing CPED land bank property.

## ELIGIBLE USES OF FUNDING AND OVERVIEW OF PROGRAM REQUIREMENTS

### Development Gap Funds

- Provides development gap assistance related to the acquisition of City-owned vacant lots and construction of innovative, quality designed green single family homes (1-2 units) to be sold to homeowners.
- The development gap is the difference between the total development cost and the fair market value sale price of the property, as established by a CPED approved independent appraiser.
- Development gap determination will be based on development proposals, actual costs and sales price supported by appropriate documentation and includes a developer fee of up to 8% of total development cost.
- **The maximum development gap is \$70,000.**
- Funds will be provided as a loan and converted to a grant upon satisfactory completion of the project and sale to an eligible buyer.
- Five percent of the funds will be held until all documents necessary to meet green requirements are complete and a Certificate of Completion is issued by the assigned CPED Construction Management staff. Retention of funds excludes any escrows of uncompleted work.

### Affordability Gap Funds

- Pending City Council approval on June 17, awarded Green Homes North properties will receive \$5,000 for homebuyer down payment and closing cost assistance. Homebuyers of all Green Homes North property must be income qualified at or below 120% of area median income using HUD Part 5 Income Certification. Developers that do not have experience with HUD Part 5 income certification are encouraged to contract with an experienced administrator. [Additional information is available at this link.](#)

### Eligible Developer

- Private and Non-profit Developers with demonstrated new home construction knowledge and experience. Developers must be proven development entities, have experience in new construction of single family homes to green standards and must demonstrate professional development experience, a proven ability to undertake

development projects of this type, market for sale homes and the ability to obtain sufficient financing.

- Experience in meeting the United States Department of Housing and Urban Development requirements for utilization of Neighborhood Stabilization Program (NSP) funds will be helpful but not required. The 2015 Minnesota Housing Neighborhood Stabilization Program Procedural Manual (NSP1 and NSP3) requirements apply.

### **Eligible Home Buyer**

- All buyers must complete an eight-hour homebuyer counseling workshop offered by a HUD approved vendor.
  - Income restrictions will apply: 120% of the Area Median Income  
(NOTE: these are 2016 household figures that change annually)

### **Mortgage**

- The first mortgage product must be considered an “A” or “prime” lending product. It must be a fixed rate FHA, VA, or Conventional loan.
- Contract for Deed programs are eligible, but must meet the City of Minneapolis Contract for Deed Policy.

### **Eligible Land**

- Addresses and maps of the eligible lots are available on the City of Minneapolis Green Homes North web page upon the release of this Request for Proposals.  
[www.minneapolismn.gov/cped/GreenHomesNorthDeveloperResources](http://www.minneapolismn.gov/cped/GreenHomesNorthDeveloperResources)
- All proposals must have proposed lots selected and prioritized, with a rationale for each ranking. If there is a competing interest in a particular property the parties will be advised.

### **Construction Management**

- The City will perform and provide to developers environmental review and geotechnical testing and analysis and as necessary to determine shoring requirements and plans.
- Assume shoring will be required in your proposal and reference the shoring amount per side. It is also assumed that the length of the property will be less than the width, as some parcels may only require partial shoring. If shoring is not required after the geotechnical analysis, the estimated cost will be deducted from the award requested.
- Developer will follow bid procedures as established by CPED.
- The final proforma will reflect actual costs and fees to the project and will be the basis for determining the actual development gap.
- The construction contingency may only be used with the approval and notice to proceed from CPED Construction Management staff. The final proforma must reflect the actual contingency used, if any.
- The construction timeline from Project Coordinator/Construction Management issuance of the Notice to Proceed to issuance of the Certificate of Completion must be 6 months or less.
- Developers of Green Homes North Round 1 through 3 homes must have completed the post build submission as verified by Enterprise before applying for Round 6.

## **Design**

- Innovative, quality, green design will be rewarded.
- Developers will submit either concept or construction drawings. Designs must highlight any green specifications, i.e. flooring, countertops, etc. (See Green Product Sourcing below for guidance).
- Additionally, the Minneapolis zoning code requires that all single family homes obtain administrative site plan review approval before a building permit may be issued for construction. The Administrative Site Plan Review for Single Family Development Application Standards must be completed. To expedite this process, CPED will tender an authorization letter to commence this process once the City Council approves the sale.
- CPED will develop the design review committee to provide design feedback on proposals that meet development requirements. All proposals will also be submitted to the applicable neighborhood organization for review and comment.

## **Marketing**

- Proposals will include strategies to market and sell the newly constructed green home to potential homebuyers.
- The completed units must be advertised and publicly offered in accordance with fair housing marketing standards.
- Marketing will include signage of a minimum size of 4 feet by 6 feet must include: Green Homes North, name of the Developer, the phrase “This project is being developed with the assistance and cooperation of the CITY OF MINNEAPOLIS” and the City’s logo. No funds will be disbursed of the developer is in default of this requirement.

## **Green, Energy Efficiency and Sustainability**

- Minimum Green Requirements: Minnesota Green Communities Criteria as developed by the State of Minnesota. Certification by Enterprise Green Communities is optional.

## **Green Product Sourcing**

- Developers participating in Green Homes North will locally source green building materials and services, as well as green products and services for general business operations, using the Twin Cities Green Products & Services Directory and the Green Homes North Directory as a guide. Developers will identify green products sourced from a local distributor or retailer and will maximize the use of green products and services that are manufactured locally.

## **Plan to Make a Good Faith Effort to Meet Minority-owned and Women-owned Business Goals**

- The City encourages local workforce hiring and the use of local, minority and women contractors and businesses. The City of Minneapolis workforce goals are 6% Minority-owned Business Enterprise (MBE) and 8% Woman-owned Business Enterprise (WBE).
- Only certified MBEs or WBEs count towards achieving the goals. For the Green Homes North program, the City of Minneapolis accepts certifications from the MN Unified Certification Program (MNUCP) or the St. Paul CERT program.
- Developers with cumulative contracts exceeding \$50,000 will be required to submit an affirmative action plan.

- Developers are required to demonstrate how they plan to create job opportunities for minority and women owned businesses.

#### **Plan to Make a Good Faith Effort to Meet Workforce Goals**

- The City of Minneapolis workforce goals are 6% of the total project trade hours to be performed by females and 32% of the total project trade hours to be performed by minorities.
- Developers are required to demonstrate how they plan to create job opportunities for women and minorities.

#### **Creation of Job Opportunities for North Minneapolis Residents**

- Developers will complete and submit a Workforce Development and Job Creation Plan as part of the proposal.
- Developers will collaborate with workforce service providing agencies in Minneapolis to leverage these resources to meet local work force and hiring goals.
- Developers are required to demonstrate coordination with local contractors and creation of job opportunities for local residents.
- CPED will coordinate a networking event to connect developers and potential contractors. Developers are required to attend this event.

### **REQUIREMENTS AND PRIORITY SELECTION CRITERIA**

The City reserves the right to reject any or all proposals or parts of proposals, to negotiate modifications of proposals submitted, and to negotiate specific work elements with a proposer into a project of lesser or greater magnitude than described in this RFP or the proposer's reply. Staff will review and rank proposals and make land sale and funding recommendations to the City Council. Developers are encouraged to submit their proposals to the appropriate neighborhood group for review. As the funding is time-sensitive, the City reserves the right to re-allocate unused funds during the project period as defined in the Offer to Purchase and the Development Contract. All projects must demonstrate compliance with city and federal requirements.

DEVELOPMENT REQUIREMENTS	Exhibit
<b>Housing Development</b>	
Developer Experience and Capacity	A
Detailed Plan of Proposed Activities	A
Financial Feasibility	B,D
Completed Offer to Purchase Residential Land and Improvements	A
Marketing Plan that Meets NSP Requirements to Affirmatively Further Fair Housing	A
<b>Equitable Development</b>	
Plan to Meet Women and Minority Owned Business Requirements	I
Plan to Make a Good Faith Effort to Meet Workforce Goals	I
Plan to Hire Local Contractors and North Minneapolis Residents	J
<b>Sustainable Development</b>	
Commitment to use Locally Sourced Green Products and Services	A
Evidence of Innovative, Quality, Green Design Standards	G

<b>Ability to Meet Green Communities Criteria as Developed by Minnesota Housing Finance Agency</b>	<b>G</b>
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<b>SELECTION CRITERIA - PRIORITY RANKING ACTIVITIES</b>	<b>MAXIMUM POINTS</b>
<b>Development Gap Considerations</b>	
<b>Overall Development Gap</b> Baseline of 35 points, with baseline adjusted as follows: <ul style="list-style-type: none"> <li>Increased by 1 point for every \$1,000 below \$35,000; or,</li> <li>Decreased by 1 point for every \$1,000 above \$35,000 (to a minimum of 0).</li> </ul>	<b>70</b>
<b>Development Gap Leverage</b> Baseline of 0 points, with 5 points awarded for every \$5,000 of development gap leveraged, evidenced by secured funds specific to the project. In-kind is not an eligible source.	<b>30</b>
<b>Note:</b> Development gap is defined as the total development cost <i>minus</i> the appraised value after construction. <b>The maximum development gap is \$70,000.</b>	

## GRANTS AND LOANS

Approximately \$1 million will be made available for development gap subsidy to support the gap between the cost of developing new homes and the sales price at market value in the area.

Construction loans are available from the Twin Cities Community Land Bank (Land Bank) for developers to access. The Land Bank works with public, private, nonprofit, and community partners to support the creation of vibrant, sustainable homes, neighborhoods, and communities throughout the Twin Cities metropolitan area. The Land Bank's lending philosophy is to be a catalyst for sustainable economic growth and development in the Twin Cities, particularly in low income communities and communities of color. The Land Bank is a certified Community Development Financial Institution (CDFI), works with and among many public, private, and nonprofit organizations involved with sustainable community development. For questions regarding financing in the Green Homes North Program, please contact Justine Beran, Program Manager, Twin Cities Community Land Bank LLC, 612-238-8755 or [justine.beran@tcclandbank.org](mailto:justine.beran@tcclandbank.org)

<b>Funding Type /Source</b>	<b>Interest Rate</b>	<b>Income Restriction</b>	<b>Target Area</b>
Development Gap Minnesota Housing Finance Agency City of Minneapolis	0%	120% of AMI	North Minneapolis
Interim Construction Financing Loans Twin Cities Community Land Bank	4% - 5%*	115% of AMI	North Minneapolis

\*These interest rates are available in the designated areas until the Twin Cities Community Land Bank (Land Bank) depletes the grant resource that is providing the subsidy to reduce the Land Bank's standard 6.5%-7% interest rates throughout the Twin Cities. The Land Bank will honor a

2% discount on interest rates as long as possible in partnership with the Green Homes North Program. The interest rates are reviewed on an annual basis.

## NEIGHBORHOOD STABILIZATION PROGRAM CONTRACT REQUIREMENTS

The selected developer will be required to comply with the Neighborhood Stabilization Program (NSP) as directed by the United States Department of Housing and Urban Development (HUD) and the Minnesota Housing Finance Agency. Proposers unfamiliar with these standard requirements are urged to seek further information from City staff. [The 2015 Minnesota Housing Neighborhood Stabilization Program Procedural Manual](#) (NSP1 and NSP3) requirements must be followed by the developer must use the Forms on Minnesota Housing's website to document compliance. The following list is not exhaustive.

**Income Eligibility Verification:** The developer must verify income eligibility before the sale of a home to a homebuyer. The developer may use the [Income Eligibility Calculation Worksheet](#) on Minnesota Housing's website to calculate household income. The developer should obtain independent third party verification for all income sources.

**Affirmatively Marketing and Fair Housing and Equal Opportunity Reporting and Tracking:** The developer must work with potential homebuyers to affirmatively market NSP housing units. The developer is required to take specific steps in soliciting renters and homebuyers, determining eligibility, and concluding all transactions. These steps include: outreach to protected groups, marketing strategy that reaches protected groups, and self-analysis to make sure all steps are non-discriminatory.

**Collecting and Maintaining Racial and Ethnic Data:** The developer must record and maintain information on the race, color, or national origin of persons who are applicants for, participants in, or beneficiaries of NSP.

**Implementing Cost Reasonableness:** A [competitive bidding process](#) is the best method to attain compliance.

**Ineligible Improvements:** The developer will not make any ineligible improvements as defined by the [2015 Minnesota Housing Neighborhood Stabilization Program Procedural Manual](#) (NSP1 and NSP3).

**Maximum Sales Price:** The [maximum sales price](#) for a property which is a homebuyer's principal place of residence must not exceed the total development cost, which includes but is not limited to: acquisition, rehabilitation or redevelopment, related activity delivery costs and costs related to the sale of the property.

**Continued Affordability of Owner-Occupied Housing:** Affordability of owner-occupied housing is enforced by either recapture or resale restrictions. All homes that receive financing will receive \$5,000 of homebuyer assistance through the NSP program and have a required affordability period of 5 years.



**Energy Star Qualified New Homes:** [Buildings up to three stories must be designed to meet the standards](#). Developers are strongly encouraged to research requirements through local certification companies.

**Homebuyer Counseling:** The NSP Program requires that homebuyers receive 8 hours of comprehensive homeowner training from a HUD-approved agency before purchasing a Home invested with NSP funds. This requirement must be included in the MLS sales listing.

**Record Retention:** The developer must retain financial records, supporting documents, statistical records, environmental review records, and all other records pertaining to the project for a minimum of five years from the date the NSP Activity was finalized.

### STANDARD CITY CONTRACT REQUIREMENTS

The selected developer will be required to enter into a redevelopment contract with the City that will contain standard City requirements such as insurance and indemnification and provisions to ensure redevelopment of the Property, e.g., construction and financing plan approval prior to closing, transfer and encumbrance limitations prior to completion, and reversionary rights. Other requirements vary depending upon the type of development and the source and amount of public investment, if any.

The following list is not exhaustive. Proposers unfamiliar with these standard requirements are urged to seek further information from City staff.

**Equal opportunity (affirmative action and nondiscrimination).** If the project receives public financial assistance over \$50,000, the selected developer will be required to submit a written affirmative action plan to the City's Department of Civil Rights for the development project. The selected developer will be required to comply and cause its contractors to comply with applicable provisions of Chapters 139 and 141 (Title 7, Civil Rights), Minneapolis Code of Ordinances, and other applicable federal, state and local regulations, statutes and ordinances pertaining to civil rights and nondiscrimination.

**Small and Underutilized Business Program.** Development projects that receive public financial assistance over \$100,000 must comply with Chapter 423 of the Minneapolis Code of Ordinances, which requires "good faith efforts" to meet goals for the use of businesses owned by women and minorities in construction and professional services. A list of certified businesses can be obtained by contacting the Small and Underutilized Business Program at 612-673-3076 or at [www.mnucp.metc.state.mn.us](http://www.mnucp.metc.state.mn.us).

**Zoning Responsibility.** It is the selected developer's responsibility to undertake and finance any rezoning, variance and use permits necessary for approval of the proposed development.

**Utilities.** It is the selected developer's responsibility to identify the locations of and provide for the installation of electricity, gas, water, sewer service and other utilities servicing the site from the public mains to the individual units.



**Construction Standards.** Development must meet all Minneapolis City codes, and projects will be reviewed for energy efficiency.

**Hold Harmless.** The selected developer shall agree to defend, indemnify and hold the City harmless from any and all claims or lawsuits that may arise from the developer's activities under the provisions of the redevelopment contract, that are attributable to the acts or omissions, including breach of specific contractual duties of the developer or the developer's independent contractors, agents, employees or officers.

## REQUIRED TIMELINE

Proposals must plan to meet the timeline below. Following is the anticipated timeline to expedite the process. The date for each action is dependent on the timeliness of the completion of the previous actions.

<b>June 1, 2016</b>	<b>RFP Released</b>
June 2 & 9, 2016	Developers Request for Proposals Information Meeting
June 10, 2016	Lot Selection List Due
<b>July 1, 2016</b>	<b>Proposals Due at Noon</b> Proposals Sent to Neighborhoods for Review 45 day Public Comment Period Begins
Week of July 5-8 or 11-15	Staff Review of Requirements and Priority Selection Criteria Complete
Week of July 11-15	Design Review Committee Meeting with Developers
July 20, 2016	Proposals Selected and Recommended, Land Sale Documents Complete
TBD w Civil Rights	Developer and Contractor Networking Event
August 12, 2016	RCA Posted: <a href="http://www.minneapolismn.gov/meetings/all/index.htm">http://www.minneapolismn.gov/meetings/all/index.htm</a>
<b>August 15, 2016</b>	<b>Community Development Committee Considers Recommendations*</b> <b>Public Hearing, Minneapolis City Hall—Room 317</b> 45 Day Public Comment Period Ends Development Review Begins*
<b>August 19, 2016</b>	<b>City Council Action*</b>
August 24, 2016	<b>Mayor Signature and Publication*</b> <b>Land Sale and Funding Contracts Mailed to Developers*</b>
September 14, 2016	Land Sale and Funding Contracts Delivered to CPED
TBD	Development Review Complete or Request for Revisions (15 business days)
TBD	Development Review Revisions
TBD	Land Sale and Funding Contracts Fully Executed for Closing* (required 90 days of official approval)
TBD	Development Review with Revisions Complete (5 business days)
TBD	Construction Begins** (required within 30 days of land sale)
TBD	Marketing Begins**
TBD	Construction Complete, Homes Sold or on the Market** (required within 6 months of construction start)

\*Pending Council Approval and 2016 Council and Committee Calendar and Mayor Signing Dates TBD \*\*Earliest date strongly encouraged.

## APPLICATION PROCEDURE

A Request for Proposals Information Meeting will be held on Thursday June 2 and 9, 2016 from 9:00 a.m. to 10:30 a.m. at the Urban Research and Outreach Engagement Center (UROC) at 2001 Plymouth Avenue North, Minneapolis, MN 55411, 612.626.8762 or [urocinfo@umn.edu](mailto:urocinfo@umn.edu).

Prospective responders may only direct questions in writing to the department contact person:

Cherie Shoquist  
Minneapolis Community Planning & Economic Development  
105 Fifth Avenue South, Suite 200  
Minneapolis, MN 55401  
Phone: 612.673.5078  
Email: [cherie.shoquist@minneapolismn.gov](mailto:cherie.shoquist@minneapolismn.gov)  
Fax: 612.673.5036

All questions are due no later than **Wednesday June 29, 2016**. The department contact person is the only individual who can be contacted about the project by proposers before the proposal deadline. The department contact cannot vary the terms of the RFP.

**Proposals must be received by noon on Friday July 1, 2016.**

**PROPOSAL CONTENTS** Proposals must include the following:

**A cover page that includes the following information:**

- Developer's name and mailing address
- Contact person's name, title, phone number, fax number and e-mail address
- The addresses for all proposed properties for development
- Signature of authorized corporate officer for each entity proposing as a partnership or team

**Development Proposal Package with All Required Attachments, including:**

- Exhibit A - Offer to Purchase Residential Land and Improvements (including Marketing Plan)
- Exhibit B - Development Proforma
- Exhibit C - Form Consent for Release of Response Data
- Exhibit D - Documentation of Interim Financing and Leverage
- Exhibit E - Complete Set of Design Concept Plans (including electronic copies of designs)
- Exhibit F - General Contractor Credentials
- Exhibit G - Green Communities Intended Methods Form
- Exhibit H - Minneapolis Department of Human Rights Approved Affirmative Action Plan\*
- Exhibit I - Minneapolis Department of Human Rights Approved Equity Plan\*
- Exhibit J - Workforce Development and Job Creation: Developer Response Form

\*If not on file with Minneapolis Department of Civil Rights

**NOTE: Green Homes North approved developers are only required to provide Exhibits A – E.**

Please provide electronic copies of designs to: [cherie.shoquist@minneapolismn.gov](mailto:cherie.shoquist@minneapolismn.gov)  
Designs must include a one page design rendering of the home and the property address. It is helpful to also identify the developer. Please note that the designs will be forwarded to the applicable neighborhood on July 1, 2016 and shared with the Design Review Committee, the Community Development and Regulatory Services Committee, and the City Council. Designs may also be posted to the Green Homes North web page.

Content should include five copies of the completed Green Homes North Program proposal package, including all required attachments and delivered to:

Community Planning and Economic Development  
105 Fifth Avenue South—Suite 200  
Minneapolis, MN 55401  
Attention: Cherie Shoquist

**NO LATE PROPOSALS WILL BE ACCEPTED**  
**EQUAL OPPORTUNITY HOUSING**

Regularly check the Green Homes North website for RFP related information:  
[www.minneapolismn.gov/cped/GreenHomesNorthDeveloperResources](http://www.minneapolismn.gov/cped/GreenHomesNorthDeveloperResources)

**GREEN HOMES NORTH ELIGIBLE CITY OWNED VACANT LOTS**

The addresses and an interactive map are available on the City of Minneapolis Green Homes North web page:  
[www.minneapolismn.gov/cped/GreenHomesNorthDeveloperResources](http://www.minneapolismn.gov/cped/GreenHomesNorthDeveloperResources)

**RESOURCES AND LINKS**

Construction Process Guide and Checklist and Minneapolis Construction Management Agreement  
<http://www.ci.minneapolis.mn.us/www/groups/public/@regservices/documents/webcontent/wcms1p-126056.pdf>

Administrative Site Plan Review for Single Family Homes  
<http://www.minneapolismn.gov/www/groups/public/@cped/documents/webcontent/wcms1p-110303.pdf>

Site Plan Review Residential Point System  
<http://www.ci.minneapolis.mn.us/www/groups/public/@cped/documents/webcontent/wcms1p-133807.pdf>

Zoning Code  
[https://www.municode.com/library/mn/minneapolis/codes/code\\_of\\_ordinances?nodeId=MICOOR\\_TIT20ZOCO](https://www.municode.com/library/mn/minneapolis/codes/code_of_ordinances?nodeId=MICOOR_TIT20ZOCO)

2016 Minnesota Overlay & Guide to the 2015 Green Communities Criteria  
<http://www.mnhousing.gov/wcs/Satellite?c=Page&cid=1358906164357&pagename=External%2FPage%2FEXTStandardLayout>

2016 Minnesota Housing Single Family Green Communities Intended Methods Worksheet

<http://www.mnhousing.gov/wcs/Satellite?c=Page&cid=1358906164357&pagename=External%2FPage%2FEXTStandardLayout>

2015 Minnesota Housing Neighborhood Stabilization Program Procedural Manual (NSP1 and NSP3)

<http://www.mnhousing.gov/wcs/Satellite?c=Page&cid=1358906167494&pagename=External%2FPage%2FEXTStandardLayout>

Twin Cities Green Products and Services Directory

[www.minneapolismn.gov/cped/GreenHomesNorthDeveloperResources](http://www.minneapolismn.gov/cped/GreenHomesNorthDeveloperResources)

CPED Housing Development Checklist

<http://www.ci.minneapolis.mn.us/cped/housing/WCMS1P-125170>

**City of Minneapolis Department of Civil Rights:**

Notice of Civil Rights Rules and Regulations

Minority-owned Business Enterprise/Women-owned Business Enterprise List (“DBE List”)

Section 3 Business List

Resident Lists (will be sent to selected developers)

To obtain a list of certified businesses or to become certified contact:

Small and Underutilized Businesses Program List of Certified Businesses

[contractcompliance@minneapolismn.gov](mailto:contractcompliance@minneapolismn.gov)

Minnesota Unified Certification Program (MnUCP)

[www.mnucp.org](http://www.mnucp.org).

**EXHIBIT A**

**Offer to Purchase Residential Land and Improvements Form**

The Offer to Purchase Template will need to be completed for each address.

Include the marketing plan.

Please follow this LINK to the required form for Single Family Home Development

[www.minneapolismn.gov/cped/GreenHomesNorthDeveloperResources](http://www.minneapolismn.gov/cped/GreenHomesNorthDeveloperResources)

**EXHIBIT B**

**Pro Forma Form**

The Pro forma Template will need to be completed for each of the properties developer proposes.

Please follow this LINK to the required form or go to:

[www.minneapolismn.gov/cped/GreenHomesNorthDeveloperResources](http://www.minneapolismn.gov/cped/GreenHomesNorthDeveloperResources)

**EXHIBIT C**

**Form for Release of Response Data**

\_\_\_\_\_, 2015

City of Minneapolis

Department of Community Planning and Economic Development

105 5<sup>th</sup> Avenue S.

Minneapolis, MN 55401

Re: \_\_\_\_\_ Request for Proposals

Consent for Release of Response Data

\_\_\_\_\_, on behalf of \_\_\_\_\_,

hereby consents to the release of its development proposal in response to the  
\_\_\_\_\_ Request for Proposals and waives any claims it may  
have under Minnesota Statutes Section 13.08 against the City of Minneapolis for making such  
information public. The foregoing consent and waiver does not extend to information  
submitted under separate confidential cover with a legal opinion asserting the confidentiality  
being claimed, which may be public data, but shall be treated by the City consistent with  
Minnesota Statutes Section 13.591.

\_\_\_\_\_

Please follow this [LINK](#) to the required form or go to:

[www.minneapolismn.gov/cped/GreenHomesNorthDeveloperResources](http://www.minneapolismn.gov/cped/GreenHomesNorthDeveloperResources)



**EXHIBIT D**

**Documentation of Interim Financing and Leverage**

Developer will provide evidence of financing documenting financial capacity to complete the project. Example: Pre-approval letter with a dollar amount specific to the project, bank statement.

Developer will provide evidence of having secured funds specific to this project to be considered as leverage. Funds will be required to be put in an escrow account specific to this project, if funded.

**EXHIBIT E**

**Complete Set of Design Concept Plans (including electronic copies of designs)**

**EXHIBIT F**

**General Contractor Credentials**

Including but not limited to:

List of sample new construction projects (addresses, City, State.

Verification of good standing from the Secretary of State and/or an updated license from the Department of Labor and Industry for General Contractors, whichever is applicable.

Capacity: Number of Projects able to start and complete in 2016.

Request: Number of Projects requesting in Green Homes North 5.

**EXHIBIT G**

**Green Communities Intended Methods Form**

Please follow this [LINK](#) to the required form or go to:

[www.minneapolismn.gov/cped/GreenHomesNorthDeveloperResources](http://www.minneapolismn.gov/cped/GreenHomesNorthDeveloperResources)

**EXHIBIT H**

**Minneapolis Department of Civil Rights Approved Affirmative Action Plan\***

\*If not on file with Minneapolis Department of Civil Rights

Please follow this [LINK](https://www.minneapolismn.gov/cped/GreenHomesNorthDeveloperResources) to the required form or go to:  
[www.minneapolismn.gov/cped/GreenHomesNorthDeveloperResources](https://www.minneapolismn.gov/cped/GreenHomesNorthDeveloperResources)

**EXHIBIT I**

**Minneapolis Department of Civil Rights Approved Equity Plan**

Please follow this [LINK](#) to the required form or go to:  
[www.minneapolismn.gov/cped/GreenHomesNorthDeveloperResources](http://www.minneapolismn.gov/cped/GreenHomesNorthDeveloperResources)

**EXHIBIT J**

**Workforce Development and Job Creation: Developer Response Form**

Please follow this [LINK](#) to the required form or go to:

[www.minneapolismn.gov/cped/GreenHomesNorthDeveloperResources](http://www.minneapolismn.gov/cped/GreenHomesNorthDeveloperResources)